



CAACI Bulletin 04-10

GUIDANCE INFORMATION FOR THE PRODUCTION OF A MINIMUM EQUIPMENT LIST FOR A CAYMAN ISLANDS REGISTERED AIRCRAFT CERTIFIED IN THE PRIVATE CATEGORY

Introduction

Article 17 of the Air Navigation (Overseas Territories) Order [AN(OT)O] 2007, as amended, allows owners and operators of Cayman Islands registered aircraft to operate an aircraft in accordance with the alleviations of an approved Minimum Equipment List (MEL). In order to benefit from the alleviation offered by this article, it will be necessary for owners or operators to obtain an approval from the Director General of Civil Aviation of the Cayman Islands to operate their aircraft in accordance with a MEL.

Requirements

In order for an approval to be granted to operate an aircraft in accordance with a MEL, there are a number of requirements to satisfy. Firstly, there must be an approved Master Minimum Equipment List (MMEL). MMELs are produced by the aircraft manufacturer in conjunction with the Regulatory Authority of the State of Manufacture. They are normally available from that Regulatory Authority. The MEL for use on the aircraft must be derived from the MMEL for the aircraft type and may not be less restrictive than the MMEL on which it is based. In addition, the MEL must be customized for the individual aircraft and any references listed in the MMEL requiring compliance with National Air Navigation Legislation, such as Flight Data Recorders or Cockpit Voice Recorders, must be in accordance with the relevant Overseas Territories Aviation Requirements (OTARs). Where no MMEL has been produced for the aircraft in question, the operator should contact the CAACI for further guidance.

In order to be able to operate the aircraft in accordance with the MEL, a Technical Log must be available for the aircraft. The Technical Log must be completed by the aircraft operating crew after each flight. All defects detected by the flight crew must be entered in the Technical Log in accordance with the requirements of Article 11 of the AN(OT)O. Any defects that cannot be rectified and are allowable under the MEL, must be

transferred to the Acceptable Deferred Defect (or equivalent) portion of the Technical Log and be available for review by the crew until such time as the defect is rectified.

Procedure

It will be necessary for owners or operators of aircraft to produce, or contract another organization to produce, a MEL from the MMEL in accordance with the **CAACI MEL Policy and Procedures Manual**. This Manual can be found in the Guidance section of the CAACI website. Once the MEL has been produced, the Attachment to this Bulletin must be completed and signed by the person or organization that has produced the MEL and attached to a letter to the Director General of the Civil Aviation Authority of the Cayman Islands. This letter, signed by the owner or operator of the aircraft, will request that approval be granted by the Director General for use of the MEL with the aircraft specified in the Attachment. It is worthy of note that if more than one aircraft is owned, the MEL must reflect any differences in the aircraft configuration.

An electronic version of the MEL document must be sent to the CAACI for initial approval. A cursory review of the document will then be conducted by the CAACI and if found satisfactory the approval will be issued. The opportunity will be taken, at the time of the Certificate of Airworthiness reissue, for the CAACI Airworthiness Inspector to review the contents of the MEL in detail.

General

The MEL is intended to permit operations with inoperative items of equipment for the minimum period of time necessary until repairs can be made. It is important that repairs be made at the earliest opportunity to return the aircraft to its design level of safety and reliability. In all cases, inoperative equipment must be repaired or inspected and deferred by qualified maintenance personnel.

The Preamble to the MEL must describe how the MEL is to be applied to the operation of the aircraft. Any operating procedures or maintenance activities developed for use in conjunction with the MEL must not conflict with either the Flight Manual Limitations, emergency procedures or with any Airworthiness Directives, all of which take precedence over the MEL and any associated procedures.

Suitable conditions and limitations in the form of placards, maintenance and crew operating procedures and other restrictions as may be necessary are required to be accomplished by the operator to ensure that an acceptable level of safety is maintained. These MEL procedures should be developed from guidance provided in the manufacturer's flight or maintenance manuals, manufacturer's recommendations, engineering specifications or other appropriate sources. The procedures must not be contrary to any Legislation that is applicable to aircraft on the Cayman Islands Register. The MEL should be reviewed on a regular basis in order to maintain its compliance with the MMEL and any equipment changes made to the aircraft. Any changes to the MMEL will usually require a change to the MEL.

The MEL for aircraft that hold operational approvals such as RVSM, MNPS, RNP or ETOPS etc. must include references to these systems and the related equipment.

All of these points are covered in detail in the CAACI MEL Policy and Procedures Manual.

Lastly, a MEL is not transferable with a change of aircraft operator.

P.H. Richard Smith
Director General of the Civil Aviation Authority
Cayman Islands

14 January 2010

Guidance Reference: AN(OT)O Article 17; CAACI Bulletin 04-10; CAACI MEL Policy and Procedures Manual.

Application: An electronic copy of the MEL must be submitted with this application.

1. Aircraft Type / Model	2. Serial Number	3. Registration Marks
4. Name of Aircraft Operator.		
5. Name and Reference Number of this MEL.		
6. Reference Number of MMEL from which this MEL was produced (include revision status)		
7. Flight Crew Procedures for the use of the MEL is provided in the Operations Manual or a standalone document.	YES	NO
8. I confirm that the information above is true in all respects.		
NAME (Person who produced the MEL)	SIGNATURE	
COMPANY	POSITION	
PHONE	EMAIL	
FAX	DATE DD / MM / YYYY	

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